

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

LSD/MPB Statistical Report

2. TYPE
OF
REPORT☒

STATISTICAL

☐ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒

PERSONNEL

LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly, plus Cumulative Report

Semi-annually to EO/OL

6. DISTRIBUTION (No. of components not
number of copies)Monthly - LSD and Branches, plus
Semi-annually to EO/OL7. FORMAT (memorandum, form
computer print-out, etc)
LSD Format

8. ADP PROCESSING

☒ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

LSDI 7-2

10. PREPARING COMPONENT (include lowest level
contributing information to report)

Sections

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

Work Sheets

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-8.8	\$5.30	2	\$10.60	12	\$127.20
GS-4.1	\$2.81	1	\$ 2.81	12	\$ 33.72
(Wage Scale 3.1)	\$3.74	2	\$ 7.48	12	\$ 89.76

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$250.68

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

See summary sheet

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒

RETAIN AS IS

☐

OTHER (explain)

☐ CHANGE☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

9 October 1970 Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130049-0

Reports Officer, LSD/OL